

Combining Multiple PDFs Adobe Acrobat X

Insert Pages from another document

1. Open the PDF document you want to add pages to.
2. Click the **Tools** button to open Tools Pane, and select the Pages tab (see Figure A)

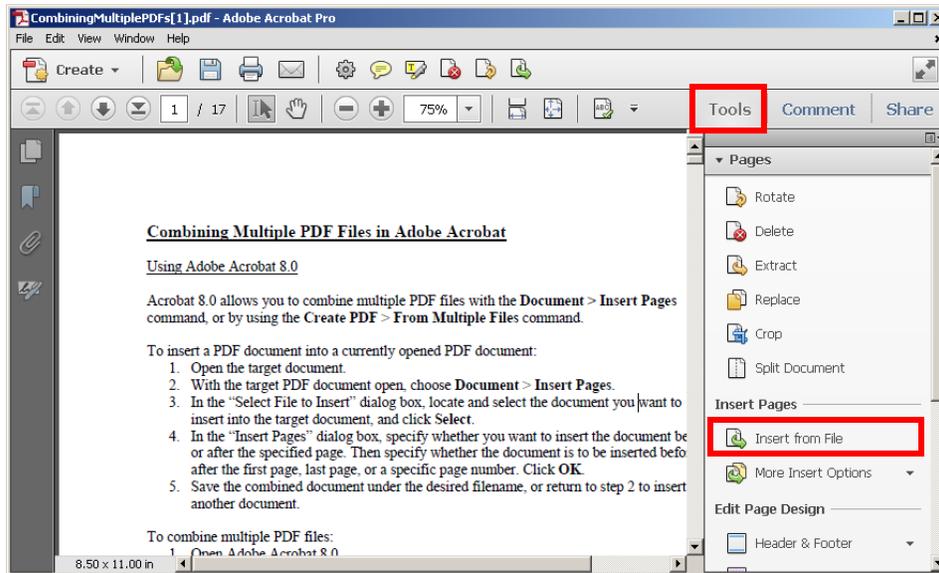


Figure A

3. Click **Insert from File** located in the **Insert Pages** section (see Figure A)
4. Click the file you wish to insert and then click **Select**
5. A dialog box will appear, asking where in the document you would like to insert the new pages. Select where in the document you would like the new pages to appear and click **OK** (see Figure B)

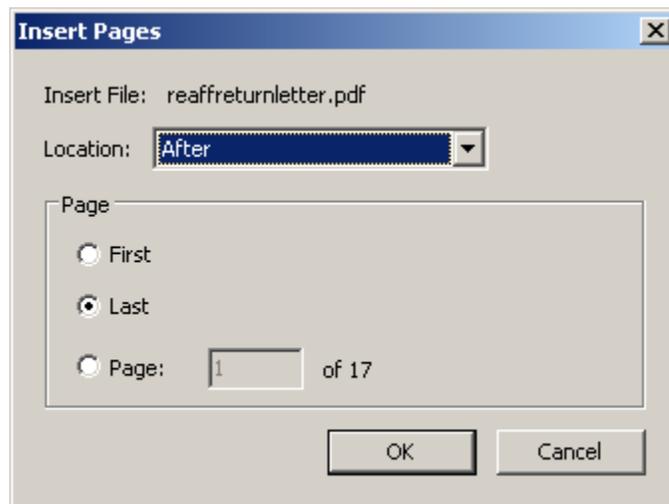


Figure B

Combine Multiple PDFs into One Document

1. Open Adobe Acrobat and click **Create** and select **Combine Files into a Single PDF...** (see Figure A)

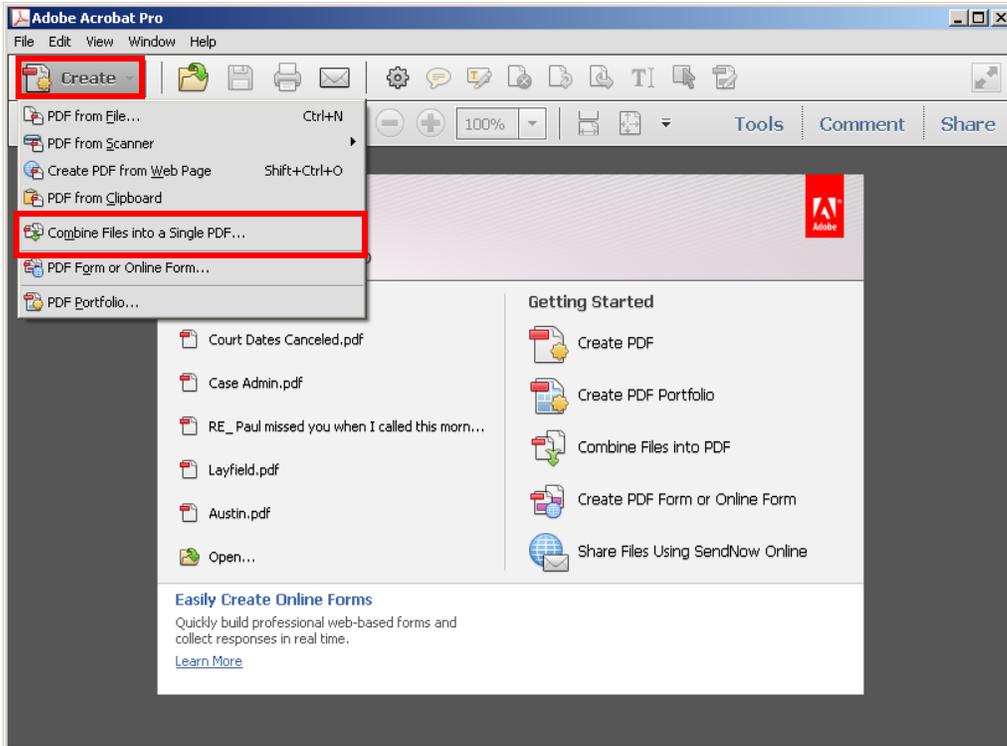


Figure A

2. The Combine Files window opens (see Figure B). Add the files you wish to include by clicking Add Files > **Add Files**

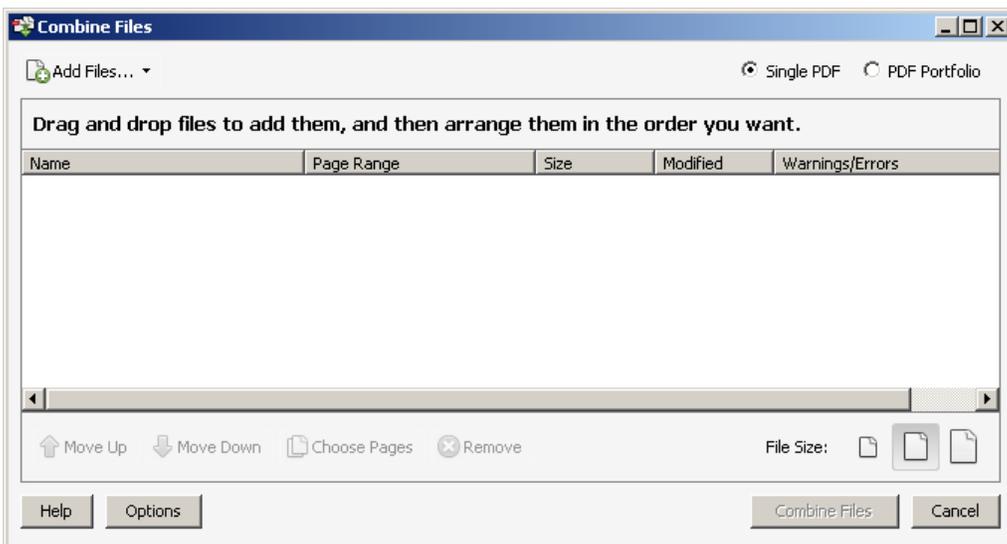


Figure B

3. The Add Files window opens (see Figure C). Select the file(s) you wish to add and click **Add Files**

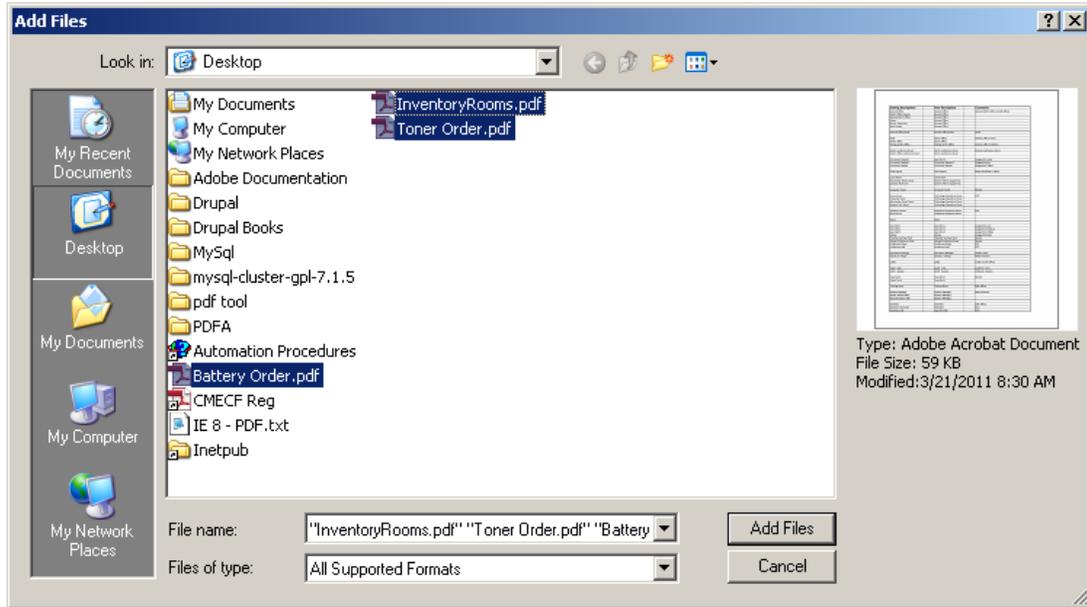


Figure C

4. Position the PDFs in the order you want them to appear click **Combine Files** (see Figure D).

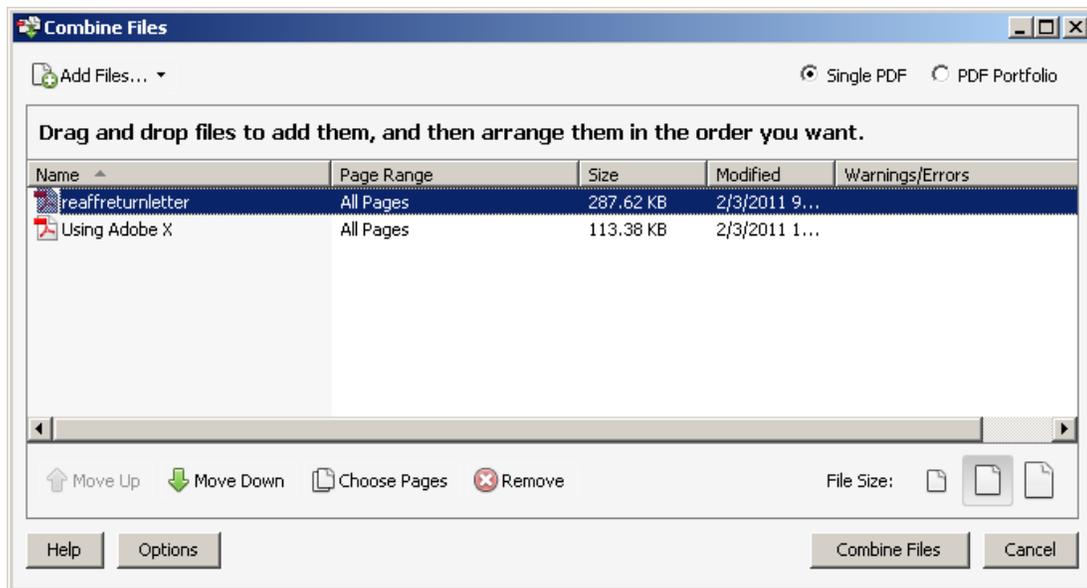


Figure D

5. The combined document will open and the documents will appear in the order determined from **Step 4**. The resulting document can be printed, saved, or edited as needed.